

TOWN OF BROOKFIELD
MUNICIPAL RECORDS COMMITTEE
Meeting Minutes
February 13, 2024

Call to Order: The meeting was called to order at 6:00 pm.

Committee Members Present: Karen Servacek, Town Clerk; Ed Gauthier, Selectman; Rose Zacher, Deputy Tax Collector; Joanne Dolbear, Treasurer

Absent: Diana Peckham, Tax Collector; Bob Nielsen, Assessor Clerk; Craig Evans, Archivist

Public Present: None

Public Comments: None

Approval of Minutes: Rose Zacher made a motion that the minutes be approved as amended; Karen seconded, and the minutes were approved. Ed Gauthier and Joanne Dolbear abstained due to their absence at the meeting.

Old Business:

I. Right to Know Education

The NH Municipal Association posted a save-the-date notice for a Right-to-Know Workshop on Meetings and Records to on Wednesday, April 17, 2024, from 9:00 AM – 4:30 PM. We will follow-up for details closer to the date.

II. Clarification of “Life of Project”

During review of the retention periods in RSA 33-A:3-the committee asked for clarification of the phrase “Life of Project”. The customary definition of a project life cycle refers to the different project phases from initiation to completion and termination.

Work Session:

I-II. Review of RSA 33: A to define Brookfield records and verification of the current retention requirements.

Action: The committee continued the line-by-line review of the Municipal Records Disposition and Retention Schedule to update retention in alignment with the most current (July 2021) update to RSA 33:

A. Using Craig’s worksheet, the committee determined the following for each record:

- Whether the record is applicable to Brookfield
- Verification of the current retention period per RSA
- Office responsible for the record
- Responsible manager of the record
- Location of record storage

There was no new business brought to the attention of the Committee.

Adjournment: The meeting adjourned at 7:07 PM. The next meeting is on Tuesday, February 27, 2024, at 6:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Karen E. Servacek", is written above the printed name.

Karen E. Servacek
Town Clerk